

# ADPH-HIV/AIDS Disease Information System (HADIS) Application

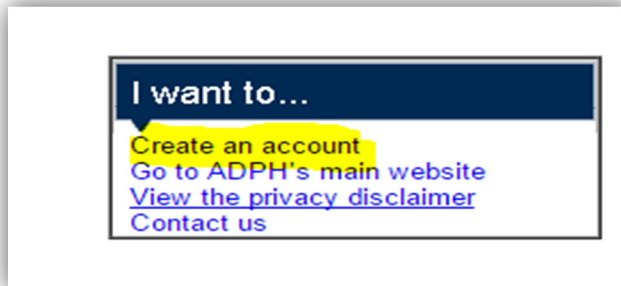
## HOW TO CREATE AN ACCOUNT

May 25, 2016

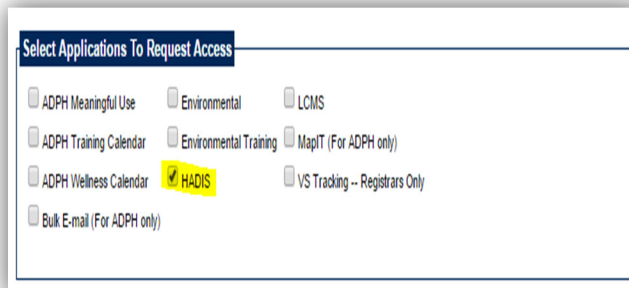
1. Access the **ADPH Security Portal** login website page.  
<https://dph.state.al.us/adphsec/Login.aspx>



2. Select the **Create an Account** link in the “I Want To...” block.



3. Select the **HADIS** application located in the **Select Applications To Request Access** section.



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4. Complete the **Required Fields** as instructed.

**Name**

Professional Title  Middle Name

First Name  Last Name  Other Suffix

Suffix

**Employment**

It is **highly recommended** that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.

e-mail Address

Address  City

State  Zip

Phone Number  Phone Ext

Fax Number

**Supervisor**

Name

e-mail Address

Phone Number  Phone Ext

**State Employees**

Are you a State employee in either ADPH or Medicaid?

☐ No ☐ Yes

**Username/Password**

Choose a username and a password below.  
Your username must be at least 3 and may be no more than 20 characters in length. The password requirements are listed to the right.

username

password

Please confirm your password

**Minimum Password Requirements**

- Minimum 6 characters in length
- Maximum 20 characters in length
- Passwords may contain the following:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Spaces are not allowed
  - Symbols \_ \* ! @ # \$ %

**Proceed to Step 2**

**are Required Fields**

*The yellow fields are required fields.*

5. You will be asked to opt into **Self Service** and create **Security Questions**. This feature requires a phone that accepts text messages.

**Self Service**

**Security Questions**

Question 1

Question 2

Question 3

Personal

E-mail

Phone

**Text SMS**

Mobile Number

Mobile Carrier

**Send PIN**

A 4-digit PIN number will be sent to the mobile number that you have entered above. Please enter that PIN number below to validate your mobile number.

PIN

**Licenses**

License Board

**LCMS Account**

If you **already** have a LCMS account, you can login to LCMS from the Security Portal by linking your LCMS and Security Portal accounts together. To link the two accounts, click the "Show LCMS Account" link below.

**Proceed to Step 3**

*You may **Opt Out** by checking the box as indicated.*

6. Select **Proceed to Step 3**.
7. When the application is received and approved by the HADIS administrator, you will receive an email stating the approval and how to access the system.